



**NEW JERSEY DEPARTMENT OF TRANSPORTATION**  
**Statewide Job Vacancy**

**POSTING #:** 16-00165

**TITLE:** Assistant Buyer

**ISSUE DATE:** 10/5/2016

**TITLE CODE:** 52662

**CLOSING DATE:** 10/26/2016

**DIVISION:** Operations

**LOCATION:** Ewing

**UNIT SCOPE:** T212

**UNIT:** Central Region Director

**RANGE:** P18

**SALARY:** \$45,053.25-\$63,537.63

**POSITION:** One (1)

**WORK WEEK:** 35 Hours

**Definition**

Under direction, assists a buyer or other higher level professional in selecting, preparing orders, and making arrangements for purchase of various equipment, materials, and supplies used by the departments or agency of assignment or for other State departments or agencies; does other related duties as required.

**Education**

Graduation from an accredited college or university with a Bachelor's degree.

**Experience**

One (1) year of experience in the large scale purchase of commodities, equipment, and supplies.

**NOTE:** Applicants who do not possess the required education may substitute additional experience as indicated on a year - for - year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

**Open To The Following**

Employees must be serving in a permanent capacity for an aggregate of at least one (1) year in any competitive title immediately preceding the posting date and meet the requirements stated above to be eligible for appointment.

For voluntary reassignment eligibility, employees must be serving permanently in the title of Assistant Buyer preceding the posting date.

Any appointments made from postings which involve movement between divisions, may result in a forfeiture of rights to any promotional list in the former unit.

**Residency:** All persons newly hired on or after September 1, 2011 have one year from the date of employment to establish, and then maintain principle residence in the State of New Jersey subject to the provisions of N.J.S.A. (L.2011, Chapter 70), also known as the "New Jersey First Act."

**INTERVIEWS WILL BE GRANTED ON THE BASIS OF THE RESUME.**

**Please Submit the following documents (indicating the Posting number) with your application:**

Resume, Letter of Interest

Forward Responses To:  
Stephanie Chandler, Personnel Coordinator  
Department of Transportation  
NJDOT, 1035 Parkway Ave. E&O Bldg. 2nd Floor  
Trenton, NJ 08625  
[DOT.Opspersonnel@dot.nj.gov](mailto:DOT.Opspersonnel@dot.nj.gov)

**NEW JERSEY DEPARTMENT OF TRANSPORTATION  
IS AN EQUAL OPPORTUNITY EMPLOYER**